Lab 1: Career and Personality Analysis

CAREER ANALYSIS

Look up a few jobs you are interested in and fill in the requirements or recommendations needed for these jobs. After completing the table compare the job descriptions and highlight any key words that you can add to your resume.

PHASES	JOB 1	JOB 2
JOB TITLE		
EDUCATION REQUIREMENT Is there a specific major required?		
PROFESSIONAL CERTIFICATION/ TRADE REQUIREMENTS Is a specific version or date listed?		
SKILLS AND ABILITIES RECOMMENDED What skills are recommended?		
WORK AND MILITARY EXPERIENCE Can certifications count for work experience?		
SALARY RANGE		
JOB DESCRIPTION What words stand out to you? Record observations about the		

PHASES	JOB 1	JOB 2
description.		
WORK ENVIRONMENT Is travel expected? Is it in an office or work outside? Is heavy lifting required?		
OCCUPATIONAL OUTLOOK What are the projections for this job and area? Will you have to consider moving for this job?		

PERSONALITY TYPE

- Access the site: http://www.humanmetrics.com/cgi-win/JTypes2.asp
- Answer each question on the website to determine your personality type or personality preferences.
- When completing the form, try not to think about how you should act in specific situations. Instead respond in a way that feels most natural or comfortable to you.
- After answering each question, you will receive your four-letter type indicator.
- Record your letters along with their associated percentages.
- Click and review the test results to learn about your personality preferences.

CAREER READINESS

Click the link to review the "Career Readiness Fact Sheet" PDF file.
http://www.naceweb.org/uploadedfiles/pages/knowledge/articles/career-readiness-fact-sheet.pdf

- Read the definitions for each of the following Career Readiness Competencies
  - Critical Thinking/Problem Solving:
  - Oral/Written Communications:
  - Teamwork/Collaboration:
  - Digital Technology:
  - Leadership:
  - Professionalism/Work Ethic:
  - Career Management:

- Global/Intercultural Fluency

- Think about your own experiences in relation to these competencies.
- Look back at some job descriptions from the Career Analysis section. Some of these words should show up in the description.
- Create a list of your experiences for each competency which will help you prepare for your next interview.

WORK PREFERENCE (WORK STYLE CULTURE AND PREFERENCE)

- TAKE YOUR CAREER-PERFECT WORK PREFERENCE INVENTORY: http://www.careerperfect.com/services/free/work-preference/

1. What are your two highest scoring work styles?
   a.
   b.

2. List your preferred work style characteristics:

3. Do you agree with these work style characteristics as they relate to you?

- TAKE YOUR CAREER-PERFECT VALUES ASSESSMENT INVENTORY.
  http://www.careerperfect.com/services/free/insight-work-values/

  Keep in mind, that not all values will be present in every job. Flexibility is important when expanding to a new career opportunity.

1. Write the values below that you want in a job.

2. Write the values below that you do not want to have in a job.

REFLECTION

- Are there any certifications, special training, or skills you want to highlight on your resume?

- Are there any future training or certifications you want to consider?

- What key words did you frequently see on job descriptions that you may consider using on your resume?

- Are there any concerns you want to ask an employer during an interview?

- Compare the results of your work style characteristics and your values to the job descriptions you have reviewed in this lab. Do you feel there is a consistent match of these to your career considerations?